



AD-HOC COMMITTEE NOTICE/AGENDA

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DATE: April 24, 2008

TIMES: 11:00 am – 3:00 pm*

*(*ending time for this meeting is an approximation only and is intended solely for the purpose of travel planning.)*

PLACE: State Council Headquarters Office
1501 21st Street, Suite 210
Sacramento, CA 95811

PHONE: (916) 322-8481 – Council Office

- *[*Note: Breaks will be announced as needed. Items may be taken out of order to ensure appropriate flow of the meeting.]*

11:00 A.M.

- 1. ESTABLISHMENT OF QUORUM:** (S. Bittner)
- 2. CALL TO ORDER, Election of Chairperson Pro-Tem** (if necessary): (S. Bittner)
- 3. WELCOME/ INTRODUCTIONS:** (S. Bittner)
- 4. PUBLIC COMMENTS:**

*[This section is for members of the public only; and is to provide the public an opportunity to comment and/or present information to the Council on any matter not on the agenda. **Each member of the public will be afforded up to four minutes to speak. If you have additional information you are encouraged to submit it in writing.** Written requests, if any, will be considered first. Additionally, the Council will provide a public comment period not to exceed seven minutes total for all public comments prior to Council action on each item.]*

5. AGENDA ACTION ITEMS:

A. Review Our Job

(S. Bittner)

1. Outcomes
2. Timelines

B. Creating a Guiding Statement (Handouts) (S. Bittner)

C. Ideas for a Policy (S. Bittner)

1. Review what you collected from other groups/agencies

D. Strategies to Implement Policy (Handouts) (S. Bittner)

1. Meaningful orientation for new members
2. Adaptation of meeting materials
3. Accessible meeting culture, accommodations and facilitation
4. Increasing awareness/capacity of staff members

E. Recommendations to Make it Happen (S. Bittner)

1. What's the PLAN
2. What do we need – support?
3. What do we have now?
4. What resources are available to help?
5. What are due dates?
6. What are we presenting to the Council?

F. Next Time (S. Bittner)

1. Next Committee Meeting Date
2. Meeting Dates for the rest of 2008

6. Meeting Adjournment (S. Bittner)